

October - December 2006

NUMBER 49

GOVERNMENT PURCHASE CARD NEWS

Special Interest Articles:

HAPPY NEW YEAR

CARE
ID/PASSWORDS

PAY PAL

HOLIDAY
DECORATIONS

LATEST FAQs

SELF SERVICE
SUPPLY CENTER
(SSSC)DEPLOYING BILLING
OFFICIALS

BOTTLED WATER

FY 06

*Rebates
Earned:*
\$414,535.25
(Thru 3rd Qtr)
*Interest
Penalties
Paid:*
\$1,967.83

Tell us how we are doing:
http://ice.disa.mil/index.cfm?fa=card&service_provider_id=91124&site_id=249&service_category_id=14

HOURS OF OPERATION

MONDAY - FRIDAY: 0730-1130, 1200-1600

Phone: 910-396-4362

Fax: 910-396-3058

HAPPY NEW YEAR

Well "Fiscal New Year" that is. Now is a good time to ensure all your records are organized for your annual Government Purchase Card review. All GPC accounts are reviewed each year IAW regulatory guidance. This past year, 100% of the accounts were reviewed and the majority earned a **SATISFACTORY with Findings** rating. **Great Job!** However, there is one area that needs attention-records retention. Departing Billing officials should ensure incoming Billing officials know where previous records are stored to ensure compliance with DoD's requirement to maintain files for a period of 6 years and three months. If you have questions about review requirements, visit the review section of our web site at <http://www.bragg.army.mil/www-doc/GovUser/GPC/GPC-Review-Ratings.htm> or contact your GPC Team Account Manager.

ATTENTION – INCREASE OF SINGLE PURCHASE LIMIT

The single purchase threshold of \$2,500 is increasing - more to follow at a later date. Billing Officials and Resource Managers will be notified by e-mail as soon as procedures are established.

USE YOUR C.A.R.E. ID and PASSWORD OR YOU WILL LOOSE IT...

All Fort Bragg Billing Officials (BOs) and Alternate Billing Officials (ABOs) receive a C.A.R.E. on-line payment system ID/Password via e-mail from a GPC Team Account Manager. If you do not access the C.A.R.E. system using this ID/password within a 30-day period, US Bank will automatically inactivate your password. To gain access you are required to call US Bank at 1-888-994-6722 to request they re-set this password.

However, if you do not use your BO or ABO ID/Password within a 6-month period, US Bank will automatically terminate your ID from the C.A.R.E. program.

EXAMPLE: The BO in the unit/organization, certifies bill each month and the ABO never uses their ID/Password. Then the BO either deploys or retires, the ABO is now required to act on behalf of the BO to certify the account. However, when the ABO calls US Bank to have the password re-set, he/she is told that they are not in the C.A.R.E. system. When this occurs, you are required to contact your GPC Team Account Manager and an ABO ID/Password will again be ordered. It will take between 3-5 business days to obtain this new ID/Password. Please note that this will also occur for anyone who does not utilize their ID/Password

DID YOU KNOW.....

Cardholders are not to purchase from merchants that use third party payment processes such as Paypal and others? Cardholders are required to purchase from merchants that accept VISA as a form of payment in the merchant's name or the parent company of the merchant. Third party payments result in higher costs to the government with added fees and the Army loses valuable credit card transaction data needed for surveillance of the GPC Program.

Per AR 715-xx Ft Bragg and Defense Acquisition University (DAU) GPC refresher training is required annually. Billing Officials, Alternate Billing Officials and Cardholders who fail to complete annual refresher training shall have their GPC account suspended until training is completed.

Property Accountability: For the purpose of GPC purchases, an item is considered to be accountable if it is assigned a manufacturer's serial number. Cardholders shall ensure the accountable item is placed on a hand receipt.

The GPC shall be used as a method of payment for all commercial training \$25,000 and below.

GPC's shall not be issued to contractor personnel.

The Holidays are coming and cardholders often ask if they can purchase holiday decorations with their GPC. **YES**, holiday decorations can be bought in the same manner and for the same reasons as day-to-day office decorations. However, the amount must be appropriate given the nature of the area being decorated and decorations must be displayed in a common area. Also ensure decorations are secular in nature, using phrases such as *HAPPY HOLIDAYS* rather than *MERRY CHRISTMAS*

THE FORT BRAGG GPC TEAM WISHES
YOU AND YOUR FAMILY A SAFE AND
JOYOUS HOLIDAY SEASON



[Government Purchase Card Website](#)

**CHECK OUT OUR WEBSITE FOR THE
LATEST UPDATED INFORMATION
REGARDING FREQUENTLY ASKED
QUESTIONS, REGULATIONS, AND FORMS**

LATEST FAQs REFERENCE PURCHASING:

1. FLOWERS
2. CARPET
3. FOREIGN JUMP WINGS
4. FLAGS, GUIDONS AND STREAMERS
5. KEROSENE HEATERS
6. BUILDING LOCKS
7. COMPUTERS AND AUTOMATION
HARDWARE/SOFTWARE
8. COMPUTER WARRANTIES
9. PHONE CARDS
10. SEASONAL DECORATIONS
11. PARCEL SHIPPING
12. TROPHIES AND SIMILAR DEVICES IN
RECOGNITION OF ACCOMPLISHMENTS
FOR MILITARY
13. T-SHIRTS

SELF SERVICE SUPPLY CENTER (SSSC)

When purchasing toner cartridges SSSC is the primary source. Do not go to toner cartridge companies. If you can not obtain your toner cartridges from SSSC your next source is one of the nineteen (19) Blanket Purchase Agreement (BPA) sources via the DoD E-mail. For additional information visit the following website and click on office supplies.
<http://www.bragg.army.mil/www%2Ddoc/GovUser/GPC/FAQ.htm>

RECORDS RETENTION FOR DEPLOYING BILLING OFFICIALS

Attention BOs, ABOs, and RMs/Comptrollers: When the BO deploys, please ensure that all original GPC records are left behind with the ABO. When both BO and ABO are deploying, your original GPC records should be turned over to your RM/Comptroller/G-8 office for records retention of a period of 6 years and 3 months per Army SOP dated 31 Jul 02 and the revised Fort Bragg Regulation 715-3 dated 15 Jun 05.

Civilian BOs and ABOs are required to do the same when they leave for another job or retire. Original GPC records must be available for review/audits/inquiries, etc. for the entire records retention period as noted above.

BOTTLED WATER

See our FAQ's for specific authority for the purchase of Bottled Bottled Water with the GPC.

**THIS BULLETIN IS AUTHORIZED
BY: /// SIGNED ///**

LUCINDA L. NANCE
GPC Agency/Organizational Program
Coordinator